

United States Embassy Ottawa Alumni Small Grants Program

The United States Embassy in Ottawa is pleased to announce the Alumni Small Grants Program. Alumni of U.S. government-sponsored exchange programs are invited to apply. To be eligible for this program, applicants must be registered on the State Alumni Website: (<https://alumni.state.gov>).

The Alumni Small Grants Program is intended to support alumni leadership in activities in Canada that support U.S.-Canada bilateral foreign policy objectives. Proposals for grants may come in the form of service projects, community development programs, educational initiatives, special projects or other creative initiatives. Please note that grants for projects that are purely research are not eligible for this program.

Grant Amounts: \$1,000 to \$7,500 American based upon available resources.

Contact Information: Please direct questions about the requirements of the Alumni Small Grants Program to Alumni Coordinator Sandra Weedmark at cultural@state.gov. Please put "Alumni Small Grants Program" in the subject line.

Priority consideration will be given to applicants who:

- Work with an American Studies Centre or Department (Political Science, International Affairs, Economics, Communications, Literature, History, etc.) at a Canadian University to implement the grant;
- Cooperate with other alumni to implement the grant; and/or
- Share with a wider community the knowledge or skills gained in the exchange program or training.

The U.S. Embassy Ottawa will be accepting grant applications on a *rolling basis* until September 1, 2012 or until funds are exhausted.

Grant proposals must:

1. Demonstrate how the project will use the exchange experience to benefit others in Canada;
2. Explain how the project will enhance other alumni professional/personal development;
3. Explain what audiences the project will target in Canada; and

4. Specify how the project will be evaluated by project participants.

Applicants are invited to submit a two-three page proposal in English which includes: 1) text summary of the proposed project and outcomes; 2) the proposed budget that includes cost-sharing/in-kind contributions; and 3) alumni/community/etc. partnership information. Following a review of the proposal, applicants will be notified if their project meets the requirements of this solicitation.

Please note the following grant guidelines. If the proposal is awarded funding, the primary grant contact person will be required to sign a grant agreement which indicates he or she has read and understands [U.S. Department of State Standard Terms and Conditions for Overseas Awards](#) (includes non-allowable expenses).

Project Budget

Please complete a facsimile of the budget format below. All applications should include some cost-sharing by a partner such as donated space for an event (with an estimate rental value of the space for a one-time event). Please describe each budget line item in detail.

Item Description	Amount Requested from Alumni Small Grant Program (in U.S. dollars)	Amount Cost-shared (in U.S. dollars)
TOTAL:		